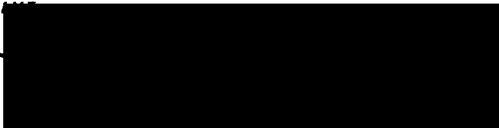
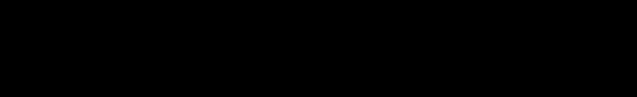


CENTRAL INTELLIGENCE BOARD RECRUITMENT REQUEST		DATE 8 November 1948
IT IS REQUESTED THAT THE PERSONNEL DIVISION FURNISH THIS OFFICE WITH LISTS OF ELIGIBLES FOR THE POSITION(S) INDICATED BELOW:		
ORGANIZATION	POSITION	
OFFICE Office of the Director	TITLE Clerk-Stenographer	
BRANCH Office of the General Counsel	GRADE CAP-4	
DIVISION	SALARY \$2724.00	
SECTION	NUMBER DESIRED One (1)	
OFFICIAL STATION Washington, D. C.		
DESCRIPTION OF DUTIES: (COMPLETE)		
Take and transcribe legal dictation from attorneys in the Office of the General Counsel relating to OSO activities and over-all Agency operations and intelligence matters. Dictation will include legal briefs, opinions, decisions, letters, wills, contracts, etc. Assist in secretarial duties of the Office, including liaison with Archives, registries, and reference services; filing; answering telephones; acting as receptionist in Office; arranging appointments for the Assistant General Counsel for OSO and two assistants; handling incoming mail; routing material to members of Office; and various other secretarial duties arising in day to day operations. This appointment is to be temporary in nature, covering a period of perhaps one or two months, and has been approved by the Executive for A&M as an extra slot outside of the present T/O for the Office of the General Counsel. Please expedite.		
SPECIAL QUALIFICATIONS DESIRED: (EDUCATION, LANGUAGES, EXPERIENCE, RESIDENCE ABROAD, ETC.)		
High School education with at least three years' stenographic or secretarial experience, preferably Government experience.		
POSSIBLE CANDIDATES: (IF ANY)		
NAME	NAME	
		
25X1A	25X1A	
SECRET SIGNATURE (REQUESTING OFFICIAL) General Counsel TITLE		